



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

Canc frp: Jan 07

COMNAVRESFORCOMNOTE 5400
N1

JAN 17 2006

COMNAVRESFORCOM NOTICE 5400

Subj: FISCAL YEAR 2007 (FY07) NATIONAL COMMAND AND SENIOR OFFICER (O5/O6)
NONCOMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39E
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORCOMNOTE 1001 of 04 Nov 05
(d) JAGINST 1301.2B
(e) JAGINST 5817.1A
(f) SECNAVINST 1401.3
(g) OPNAVINST 5354.1E
(h) DoD 1350.2 of 18 Aug 95
(i) SECNAVINST 5211.5D
(j) OPNAVINST 1000.16J
(k) COMNAVRESFORINST 5320.1C
(l) OPNAVINST 6110.1H
(m) MILPERSMAN 1300-020
(n) US CODE TITLE 10

Encl: (1) FY07 APPLY Board Execution Guidance Listed by Title

1. Purpose. To establish standardized policy and procedures for the National Command and Senior Officer (O5/O6) Noncommand Billet Screening and Assignment Board, henceforth referred to as the "APPLY Board". The APPLY Board will be held 14 August 2006 to 1 September 2006, at the Navy Personnel Command (NAVPERSCOM) in Millington, Tennessee.

2. Background. Screening and assigning our best qualified Officers to senior leadership and management positions is vital to the continued integration of the Active and Reserve components of the Navy. This is achieved through a consistent assignment process that promotes credibility with Resource Sponsors, Major Claimants, Supported Commands, and the Drilling Reserve community.

3. Scope

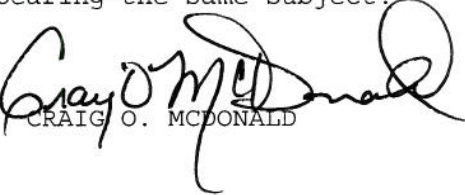
a. This notice supplements officer assignment policies issued by references (a) through (c), and contains additional policies and procedures for officer application, billet advertisement, and board conduct pertinent to the screening and assignment of drilling Navy Reservists to National Command (Commanding Officer/Officer in Charge (CO/OIC)) billets, and Senior Officer (O5/O6) Noncommand billets.

b. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) before the Board's convening date. Modifications will be published on the APPLY website.

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4. Cancellation Contingency. This notice remains in effect until superceded by another COMNAVRESFORCOMNOTE 5400 bearing the same subject.


CRAIG O. McDONALD

Distribution:

Electronic only via COMNAVRESFOR web site
Navyreserve.navy.mil

Copy to:

All SELRES Flag Officers

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FY07 APPLY BOARD EXECUTION GUIDANCE LISTED BY TITLE

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SECTION I

ACTION ITEMS

1. The success of the National Reserve Command and Senior Officer (O5/O6) Noncommand Billet Screening and Assignment Board is dependent upon a coordinated effort by all echelons of the Navy Reserve in addition to the efforts of Navy Supported Commands via their respective OSO. As such, the following specific action items must be carried out efficiently and effectively:

a. COMNAVRESFORCOM N00 will:

(1) Act as the convening authority for the Screening and Assignment Board per the schedule in enclosure (1) of this notice.

(2) Appoint Navy Reserve Flag Officers to serve as President and Vice President of the FY07 APPLY Board.

(3) Appoint the membership of the APPLY Board, including voting members (Board Members), Recorders, and Assistant Recorders (Board Support) per references (d) through (j) by 1 April 2006.

(4) Appoint an Executive Steering Committee (ESC) comprised of Navy Reserve Flag Officers from a variety of designators and communities to guide the future growth and development of the APPLY process. The Executive Steering Committee (ESC) will be specifically charged with reviewing and proposing updates to policy and procedure to COMNAVRESFORCOM.

(5) Approve/Disapprove all billet and Projected Rotation Date (PRD) extension requests by 14 June 2006.

(6) Approve the recommendations of the APPLY Board President, to include:

(a) Nominations for appointment to Command, Noncommand, and NEPLO billets.

(b) Resolution of waiver requests for grade, designator, Navy Officer Billet Code (NOBC), and tenure.

b. COMNAVRESFORCOM (N12) will:

(1) Liaise with Navy Personnel Command (NAVPERSCOM) in the scheduling, coordination, and execution of the APPLY Board.

(2) Post the APPLY Program on the Navy Reserve Force website at: <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm> by 3 January for on-line registration of all Reserve officers.

(3) Update the billet database following major changes that add or remove billets (i.e., TFMMS update applied to Navy Reserve billet file). Remove from advertisement, all billets with end dates in TFMMS/RHS of 30 September 2007 or earlier.

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(4) Post billet vacancies for preview only to the Navy Reserve Force via the APPLY website by 1 May 2006. Provide applicants a "45-day stabilized billet database" of all vacant advertised billets from 15 June to 30 July 2006, during which time applicants will be able to complete "dreamsheet" submissions.

(5) Process all COMNAVRESFORCOM approved billet extensions and PRD adjustments by 14 June 2006. COMNAVRESFORCOM (N12) will provide notification to the applicable Officer and Echelon IV via e-mail through a set of orders generated through the IDT Orderwriter system by 28 June 2006. The Board will not consider officers approved for billet extensions for FY07 and their billet will be removed from the vacancy billet List. Requests received after 15 May 2006 will not be considered.

(6) Coordinate with the NAVPERSCOM Customer Service Center (CSC) that CSC will receive, process, and log all supplemental official board correspondence from 0700 to 1900 (CST) until 11 August. COMNAVRESFORCOM (N12) is prohibited from receiving, forwarding, or processing any official supplemental board correspondence. Deadline for submitting all supplemental correspondence (hand-delivered, mailed, or faxed) is 11 August 2006 at 1900 (CST). Correspondence postmarked, faxed and/or received by the NAVPERSCOM CSC after 11 August 2006 at 1900 (CST), will not be processed or submitted for the Boards' consideration. Confirmation of official correspondence packages' receipt will be logged at the NAVPERSCOM CSC site at: (<http://npc.jax.disa.mil/OAHTML/jtflogin.jsp>).

(7) Provide a Board precept in the format of exhibit 4 of enclosure (1) of this notice. Precept will be finalized by 1 August 2006, and posted to the APPLY website after the Board convenes.

(8) Remove from consideration: Officers who are ineligible for assignment, per references (a) through (n). Those removed from consideration will include officers who are within 12 months of mandatory retirement per reference (n), chapter 1407, section 14507. Additionally, remove from consideration those who are selected for assignment to billets outside the APPLY process via an approved selection process (i.e., RESFORON CO).

(9) Ensure the contents of applications are released to Board Support Staff and Membership only. Ensure strict compliance with the Privacy Act requirements of reference (i).

(10) Notify applicants volunteering to serve as Membership or Board Support of selection as a board participant by 17 April 2006. Not being selected to serve as a Board member is in no way indicative of an officer's performance.

(11) Conduct other actions per references (a) and (b).

b. President of the APPLY Board will:

(1) Oversee Board administration and logistics with COMNAVRESFORCOM (N12).

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(2) Conduct and report Board proceedings per exhibit (5) of enclosure (1) to this notice.

(3) Ensure strict compliance with the Privacy Act requirements of reference (i). Ensure complete destruction of all records, materials, submitted correspondence, and notes of the Board when the Board adjourns.

(4) Endorse requests for extensions received by COMNAVRESFORCOM (N12) and forward these requests to COMNAVRESFORCOM (N00) for approval/disapproval by 1 June 2006.

c. Active Navy Supported Commands will:

(1) Ensure Operational Support Officer's (OSO) input Supported Command comments directly into the APPLY Program Administrative Module for review by COMNAVRESFORCOM (N12). This profile amplifies Supported Command expectations and facilitates placement of the right Officer in the right billet. However, it will not supersede the requirements already placed on the billet, i.e., grade, designator, RFAS, etc. Supported activity comments should state general guidelines, security clearance requirements, and/or specific professional skills or qualifications that the applicant needs to possess before applying for the billet, as well as any unique drilling requirements. OSOs should update all billet comments, not merely the ones filled by officers with FY06 PRDs. This section may not be used to nominate specific Officers or to add or modify NOBC requirements. Changes to the billet which affect designator, grade, NOBC, billet title, etc., must be changed per reference (j). Accurate Reserve Functional Assignment Substitution (RFAS) codes per reference (k) are essential for determining applicant eligibility for advertised billets. RFAS changes must be submitted to COMNAVRESFORCOM (N13) by 28 April 2006.

(2) Ensure the unit CO/OIC billet is correctly identified with a "K" or "O" as the last digit of the RBSC by 28 April 2006. Generally, units will not have more than one "K" or "O" coded billet in each Reserve unit (RUIC).

(3) Fully engage Supported Command OSOs in notifying all mobilized Reserve officers on the APPLY process. Make certain the APPLY process policies, procedures, and dated milestones are widely advertised and disseminated to include ensuring that every officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(4) Request a (Supported Command OSOs) login for the APPLY Administrative Module via their initial login to the APPLY website. OSOs experiencing difficulty logging onto the Administrative Module should request login assistance via applyfy07@hq.cnrf.navy.mil or contact PS1 (SW/AW) Leonard K. Bell at Leonard.Bell@navy.mil.

d. Echelon IV (REDCOM/NAVAIRES/NOSC) Commanders will:

(1) Coordinate a thorough billet/PRD review with subordinate echelon V and VI commands. Billet/PRD review will include validating existing assignments of all CAPT, CDR, and CO/OIC assignments from FY04, FY05, and

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FY06 APPLY Boards and include verification of existing orders, billet assignment, and PRD in all applicable databases including NSIPS, RHS, APPLY, and the IDT Orderwriter system. Completed billet/PRD review will be reported to COMNAVRESFORCOM (N12), via e-mail or message by 1 April 2006.

(2) Provide widest possible distribution of this notice and information pertaining to the Board process.

(3) Designate an individual, usually the Readiness Command Manpower Officer or the air activity (NAVAIRES/NOSC) Reserve Programs Director (RPD), as the Regional representative regarding questions about the application process and the use of the APPLY program. The Reserve Echelon IV representative will serve as the direct liaison between Supported Command OSOs, field activities, individual applicants, and COMNAVRESFORCOM (N12).

(4) Effect/update all billet assignment and PRD corrections via the IDT Orderwriter and execute as required in NSIPS by 15 April 2006.

(5) Review Echelon VI and Supported Command comments, via the APPLY Administrative Module, for accuracy and applicability within current policies and procedures by 30 April 2006. Coordinate update of comments with respective unit COs/OICs and OSOs as necessary. (Comments should detail unique unit requirements not listed by the OSO, but cannot be used to request an Officer by name.)

(6) After FY07 Apply Billet Selection results are published, determine status of all post board vacant billets. Coordinate with the Supported Command OSOs, Reserve Activities and Reserve Unit COs/OICs requests for the placement of officers into vacant billets using the post board interim fill billet assignment procedures, as outlined in section IV of this notice.

e. Echelon V (Navy Reserve Activity) COs will:

(1) Ensure a comprehensive assignment review for all CAPTs, CDRs, and unit CO/OICs assigned on their RHS RUADs. Each assignment will be validated against official orders and the PRD in NSIPS. Discrepancies that cannot be resolved at the NRA will be reported to echelon IV for assistance in resolution. Completing this assignment review will be reported to echelon IV by 1 April 2006.

(2) Ensure APPLY policies, procedures, and dated milestones are widely advertised and disseminated to include every officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(3) Support the preparing and submitting web applications and, if necessary, supplemental information letters to the President of the Board, in the format of exhibit 2, of enclosure (1) per the schedule in exhibit 1.

f. Echelon VI (Navy Reserve Unit) COs/OICs will:

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(1) Ensure a comprehensive assignment review of all CAPTs and CDRs assigned on their unit RUAD. Each billet assignment will be validated against official orders and the PRD in NSIPS. Assignments and PRD discrepancies will be reported immediately to the NRA for correction in NSIPS. Follow-up with the NRA to ensure assignment and PRD corrections are incorporated in NSIPS by 1 April 2006.

(2) Mentor junior officers regarding the APPLY process, application procedures, and the importance of personal record maintenance, to include that every officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(3) Encourage eligible Officers not applying for billets to apply for Board membership or Board support positions via the APPLY website by 1 March 2006.

(4) Review, using the APPLY Administrative Module (under CO comments "access type"), and update specific billet comments for their respective RUIC by 30 April 2006. Update will include all billet comments, not just billets filled by officers with FY06 PRDs. Comments should be limited to information not otherwise covered by OSOs in Supported Command comments and must not include specific Officer endorsements. Unit COs/OICs should request a login for the Administrative Module via their initial login to the APPLY website. COs/OICs experiencing difficulty logging onto the Administrative Module can request login assistance via: applyfy07@hq.cnrf.navy.mil or contact PS1 (SW/AW) Leonard K. Bell at Leonard.Bell@navy.mil.

(5) Ensure information on APPLY policies, procedures, and dated milestones is widely advertised and disseminated to include all officers are aware of their obligation to register at the APPLY website and validate their current assignment.

g. Selected Reserve Officers (SELRES), regardless of current assignment status, will:

(1) Register in the APPLY process between 3 January and 14 June by going to: <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm>. Registration will include real-time verification of the officers' assignment status in RHS and the IDT Orderwriter. Officers will report discrepancies in the assignment information presented in APPLY to their chain of command for immediate resolution.

(2) Routinely visit the APPLY webpage via the Navy Reserve Force website at: <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm> for the most current APPLY board information.

(3) Complete all applicable sections of the APPLY application, verify billet information, indicate willingness to accept billet not listed on dreamsheets and any applicable on-line resumes anytime between 15 June and 30 July but NLT 30 July 2006. This information will aid the Board in assigning billets. History of assignments and civilian work history will not be

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retrieved from the member's official record. It is the applicants' responsibility to ensure the data in the "History of Assignments" and "resume" fields, as applicable, are up-to-date, and accurate before finalizing their application.

(4) Finalize application and dreamsheets between 15 June and 30 July but NLT 30 July 2006. Advertised billets will be "frozen" for a 45-day period between these dates, to allow for a stable billet file and minimize the need for last minute dreamsheet changes.

(5) Review their OSR/PSR prior to completing their application. Fitness Reports (FITREPs) discrepancies should be routed to NAVPERSCOM (PERS 311). All other OSR/PSR discrepancies should be routed to NAVPERSCOM PERS (312C).

(6) Submit official correspondence to the Board President to correct and/or update erroneous or missing information, using the sample format in exhibit 2, of enclosure (1). All official correspondence must be received, regardless of whether mailed, emailed, faxed, or hand delivered to the Navy Personnel Command (NAVPERSCOM) CSC, (Pers-00R), by 1900(CST) on 11 August 2006. Do not mail, email, fax, or deliver any official correspondence to COMNAVRESFORCOM. Ensure all correspondence is properly identified. Provide name and Social Security Number (SSN) at the bottom right side of every page. Mail correspondence to: President, FY07 Reserve Command and Senior Officer Noncommand Selection Board, Board #391, Navy Personnel Command Customer Service Center (PERS-00R), 5720 Integrity Drive, Millington, TN 38054. Fax correspondence to the NAVPERSCOM CSC (PERS-00R) at 901-874-2044, ATTN: Board #391. Officers may call the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672 to confirm receipt of mailed, faxed or hand delivered packages. The CSC hours of operation are 0700 to 1900(CST). Officers submitting correspondence to the President of the Board should do so only once. Sending duplicate information under separate methods greatly increases the CSC's workload. Officers who have submitted supplemental information should check on the status of their submission at the Customer Service Center online site by logging in at: https://npc.jax.disa.mil/OA_HTML/npc.html. DO NOT SEND DUPLICATE PACKAGES TO CSC. Confirm CSC receipt status report before re-sending information.

(7) Submit Board Membership or Support position applications to COMNAVRESFORCOM (N12) via the Apply website by 1 March 2006. Only Officers not being considered for a billet may participate in a Board Membership or Support position.

(8) Accept or decline the Board selected billet via the APPLY website at: <https://apply.hq.cnrf.navy.mil> by 30 September 2006.

(9) Provide nonpay preference (VTU or IRR) and drill site location to their parent activity by 30 September 2006 if not selected to a pay billet

(10) When appropriate, e-mail will be used to communicate with applicants on the status of the APPLY website and community related information. Therefore, applicants must ensure their e-mail address in APPLY is kept current. IDT Orderwriter is limited to sending orders to military e-mail accounts only. All applicants should obtain a military e-mail account (.mil address) via their NRA.

SECTION II

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APPLY APPLICATION AND ASSIGNMENT POLICIES

1. To provide guidance for maximum effectiveness of the APPLY Board the following areas are addressed:

a. Officer Eligibility

(1) All officers of the Navy and Navy Reserve (Active/Inactive) are eligible to complete an Apply application. Officers who are not affiliated with the Reserve in a drill status (REGNAV, ACDU, IRR, etc) must contact COMNAVRESFORCOM (N12) at applyfy07@hq.cnrf.navy.mil and request an account.

(2) To be considered for an assignment officers applying must be qualified and available per all provisions of references (a) through (c) of this notice. For example, officers on "Regular" Navy active duty or on Reserve voluntary extended active duty are fully eligible for assignment as long as they qualify to affiliate with the Reserve and assume their assigned reserve billet by 31 March 2007, section II, paragraph 1j of this notice.

b. Public Affairs Officers (PAO). PAO of all grades are detailed by the Public Affairs Community Manager. Officers desiring assignment to 1655 billets should contact LT Bruce Colkitt, PERS-448R at (901) 874-3397, DSN 882-3397 for billet request and assignment procedures.

c. Reserve Medical Detachment OIC Selection. Medical Treatment Facility (MTF) (Program 32) Detachment OIC positions are not assigned via the APPLY Board. This is a collateral duty determined by a selection process conducted by the Active Duty MTF CO and the CO of the NR MTF Headquarters Detachment.

d. Navy Reserve Force Squadron (RESFORON) Command. RESFORON CO billets are filled by Aviation Command Screening Boards convened by NAVPERSCOM. Any 05/06 Noncommand aviator (1315/1325) billets, including duty involving flying, with RESFORONS are selected by Pilot Selection Boards convened by respective Reserve Air Wing and Navy Air Reserve (NAVAIRES) Commanders.

e. Judge Advocate General (JAG) Officers. Selecting JAG officers to billets on the APPLY Board is governed by a Professional Qualification Screening Board (PQSB), which is convened per reference (d). JAG Corps candidates should use the application procedures outlined herein, and adhere to additional instructions per reference (d). Due to the length and timing requirements for Military Judges, per reference (e), selectees for military judge billets will receive 4-year PRDs.

f. Officers Selected for Promotion. Officers with no tenure remaining within their current PRD must apply for a new billet, regardless of select status. Officers that have been selected for promotion by the FY07 promotion selection boards with tenure in their current grade assignment (with a PRD of 30 September 2006 or later) have two options:

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(1) Retain their current assignment until their PRD or 31 December 2007, whichever date is earlier.

(2) Apply for billets in the newly selected paygrade. If the officer is not selected to a billet in the new paygrade, the officer will retain their original billet assignment through FY07 and will be granted an automatic overgrade waiver for FY07. If the officer is selected to a billet in the new paygrade their originally assigned billet will be vacated and made available to the Supported Commands and the Reserve Echelon IV for an interim fill for FY07.

g. Navy Reserve Echelon IV (REDCOM/NAVAIRES/NOSC) Staff Billets. All Navy Reserve Echelon IV staff billets, including the Reserve Deputy for Mission Effectiveness (DME) and Reserve Executive Assistant (EA) positions will be filled using the APPLY board process.

h. Tenure. Officers currently serving in Noncommand billets may apply for NEPLO and Command (CO/OIC) billets before the end of their current assignment. Officers are ineligible to apply for a Noncommand billet before end of their current assignment (PRD). Per reference (b), a full tour is as follows:

(1) Command: Two years.

(2) Noncommand: Three years. Two years for Intelligence (1635) and Cryptology (1615) Officers, Medical Unit COs/XOs, Senior Nurse Executives and Senior Dental Executives. Four years for JAG Corps (2505) Military Judges assigned to NR TRIJUDACT, RUIC 88715.

h. Mobilization. All mobilized board selected officers will return to their original board-assigned billet/pay status upon completing their mobilization period, or the same status as if they had not been mobilized.

(1) If an officer is involuntarily mobilized before assuming the board-selected billet, the assignment will be held until the selected officer is demobilized. Supported commands may request an interim fill for the billet until the originally selected officer returns from mobilization, per ref c exhibit A-6 of this notice.

(2) If an officer is involuntarily mobilized after assuming the assigned billet, the officer will remain assigned to that selected billet until their return from mobilization or until their PRD expires. Supported commands may request an interim fill until the selected officer returns from mobilization. Officers approved for interim fill assignment (for officers who are involuntarily mobilized) will be placed IAP only if an alternate billet (overgrade or RFAS waiver) is not available.

(3) Every effort will be made to ensure that officers selected to serve as a CO, who are involuntarily mobilized, will have an opportunity to complete at least 12 months (not necessarily consecutive) in command. However, PRDs will generally not be extended beyond the original PRD. Requests for extension as CO (for mobilized Reservists) may be submitted per paragraph 3j of this notice. During the CO's absence, it is generally understood that the Executive Officer (XO) will serve as the Acting CO.

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i. AT/ADT/ADSW/Release from Active duty. Officers on extended voluntary active duty (AT/ADT/ADSW/Recall) or who are otherwise being released from "regular" active duty must be able to complete their affiliation with the Navy Reserve and assume their assigned billet by 31 March 2007 or they will forfeit that billet. Forfeited billets will be filled using approved post board interim fill procedures per section IV of this notice.

j. Billet/PRD Extension Requests. Unsubstantiated requests for an extension in a billet assignment will generally not be approved. Extension requests must be submitted in Navy correspondence letter format, per exhibit A-3, to COMNAVRESFORCOM (N12) and postmarked by 15 May 2006. Requests received after 15 May 2006 will not be considered. Extension requests must include endorsements from the Supported Command's Operational Support Officer (OSO) and the Reserve Echelon IV Commander and specifically address the compelling negative impact to the Supported Command if the request is denied. COMNAVRESFORCOM (N12) will notify echelon IV commands by 28 June 2006 of all approved extension requests by generating IDT Orderwriter orders. Echelon IV/V commands will update all NSIPS information, to include member's PRD, upon orders receipt and ensure orders are promptly distributed. The APPLY Board will not consider applications for billet assignment from officers who have been approved for a billet/PRD extension through FY07. Billets that have been approved for assignment extension will be removed from the APPLY Billet Vacancy list and will not be considered for fill by the board.

k. PRDs and Billet File maintenance. All PRD corrections shall be completed and reported to COMNAVRESFORCOM (N12) by 1 April 2006. Officers aware of billets that are incorrectly advertised should contact the respective echelon IV or V commands assigned the billet and initiate corrective action. Officers with approved retirement dates before the end of their tenure should have their IDT orders modified, using the IDT Orderwriter, to update PRDs to correspond with their scheduled retirement date thereby ensuring the billet gets advertised. Billets that are scheduled for deletion in FY07, with end dates in TFMMS/RHS before 1 October 2007, as a result of the ZBR, reorganization, or other claimant action, will not be filled by the APPLY process. Officers filling billets that have an end date before 31 March 2007 must apply for a new assignment (Command and Noncommand) for FY07. Officers filling billets with end dates after 31 March 2007, whose PRD expires in FY07 or FY08 will remain in their assigned billet until the billets' deletion date, at which time they will be reassigned in pay for the remainder of FY07 using interim fills, overgrade assignments, or other assignment waivers, as coordinated via their supporting Reserve Echelon IV.

l. Assignment qualifications/expectations. It is the sole responsibility of applicants to apply only for billets that they are fully qualified to fill. Officers selected to billets requiring supported command duties that they cannot fulfill may be required to forfeit the assignment per reference (b), section 405, this determination will be coordinated by the supporting Reserve ECH IV and the supporting command. Specifically:

(1) Conflict of Interest. Per reference (b), section 504b, Officers shall not apply for billets that will create a conflict of interest through either a past or present business relationship (e. g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with Officers assigned to the unit.

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(2) Supported Command requirements. Officers meet billet requirements as stated in the supported command billet comments, and who must fulfill the supported commands' reasonable assignment expectations; i.e., missing required qualifications, security clearances, and the ability to meet PFA and body fat standards, etc.

m. Billet Accept/Decline Policy. It is understood that billet acceptance is a confirmation that the officer meets all eligibility criteria associated with billet and subsequent transfer (i.e., rank, NOBC requirement, Designator, Supported Command desires, and physical readiness requirements for Special duty assignments). Billet acceptance constitutes the officer's acknowledgement of all assignment criteria in references (a) through (c) and this notice. Failure to meet assignment requirements will result in forfeiture of the billet. If an officer declines an APPLY board assigned billet, they will be subject to transfer from a pay status per applicable assignment policy. For those who decline, or fail to accept an APPLY board assignment by 30 September, there will be no guarantee they will remain in a pay status and will be subject to current COMNAVRESFORCOM assignment policies, per references (a) through (c).